

## GENERAL GUIDANCE FOR REC FORMS

The following is a list of instructions and information to assist in completion and submission of the Record of Environmental Consideration (REC) forms to the Environmental Management Division (EMD) at Redstone Arsenal. These instructions will aid both proponents and EMD personnel by allowing for more timely process of review of the project. Please note that submission of a request does not indicate an automatic approval. More information about the Army regulations regarding the National Environmental Policy Act can be found in Army Regulation 200-2, *Environmental Analysis of Army Actions; Final Rule* (32 CFR Part 651; March 29, 2002, p. 15290-15332).

1. Submit the request (RSA Job Order Form 2701) and REC as early as possible, allowing for enough time for the project to be evaluated. Should a project require coordination with another Federal agency, additional time will be required since many Federal agencies (e.g. US Fish and Wildlife, Alabama State Historic Preservation Office) have at least thirty days to review projects.
2. RECs may be submitted along with the Job Order Request Form (RA Form 2701). Form 2701 is required for processing.
3. Provide a brief, concise description of the action. Describe as specifically as possible the activities that will occur in the building or area. The description should be about one or two paragraphs in length or more depending on the action.
4. In the description, include the amount of ground disturbance from project activities in square feet or acres.
5. Indicate the date required and the estimated construction date.
6. Provide a map that shows the precise project location. The map needs to be on 8 ½" by 11" and should include a North arrow and scale. Preferred formats are on either USGS topographic maps or on the Installation reservation maps. Accuracy is critical.
7. List all applicable Categorical Exclusions and state how the REC meets the Screening Criteria.
8. Complete the checklist (Appendix A), noting the differences in project construction activities and project operational activities. Describe any project activities that could affect environmental resources in section 3 of the checklist.
9. Both the proponent and the preparer must sign and date the REC form.
10. Any mitigation identified during the review process is required for project approval.